

Island Moving Co.

Job Description - Business Manager 2015

Location: Newport, RI

Experience: Management

About the Company

For over 30 years, Island Moving Company has served as Newport, RI's resident contemporary ballet company. We are founded on the belief that collaboration and a supportive environment enhance the creative process—producing great works of art representing profound expressions of the human spirit and experience.

Each production season, we host an Opening Weekend Celebration, a Fundraising Gala, the Great Friends Dance Festival with guest companies, and the renowned Newport Nutcracker at Rosecliff—as well as numerous educational programs, donor soirees, site-specific performances, and special events.

About the Team

On the Artistic side, Island Moving Co. has an Artistic Director, 9 professional dancers, and a ballet master—they are the stars of our rehearsals and performances and role models in our community. Administratively, the Executive Director, Marketing Director, and the Artistic Director run the Company, making sure it receives the support and promotion to create and share art.

We are looking for a Business Manager to fill a central role in the Company. We have a small, dedicated team working in a bustling, fun, and sometimes unpredictable environment. Valuing integrity, respect, and self-motivation, we hope to find a mover and shaker for our passionate group.

About the Opportunity

The experienced Business Manager will oversee the Company's operations, finances, and communication among our artists, administrative staff, and vendors. Reporting directly to the Executive Director and Artistic Director in a highly collaborative culture, you will support diverse aspects of the nonprofit—from vendor coordination to QuickBooks reports to efficient office processes. You will wear many hats as we look to you to think systematically about managing and growing our unique company.

Your Responsibilities Will Include:

Finance

- Maintaining QuickBooks online: entering expenses and deposits, reconciling credit cards, and tracking cash flow.
- Documenting all bank deposits, check payments, and credit card receipts.
- Managing bank accounts, credit cards, and administrative aspects of our 990 report.
- Customizing reports (e.g., "Profit and Loss" and "Budget vs. Actuals") and serving as a liaison to our Finance Committee.
- Communicating with the Development Associate to track data between QuickBooks and Salesforce.

Budgeting

- Creating, updating, and tracking company budgets with the Executive Director—these include the annual budget and budgets for costumes, productions, and dancer salaries.
- Helping project financial activity by month and quarter, especially around big events like our Gala fundraiser and the Newport Nutcracker at Rosecliff.

Human Resources

- Managing payroll, payment to outside contractors, and personnel files.
- Discussing new policies and collaboratively refreshing the Dancer Handbook as needed.

- Mediating staff and contractor concerns.
- Researching employee benefits like health insurance and continuously striving to make Company a “workplace of choice.”

Contracts

- Working with the Artistic Director to generate contracts for dancers and choreographers.
- Producing contracts for residencies, performances, and other bookings.
- Contracting with vendors, venues, and guest artists for events and school programs.
- Managing current liability insurance, workers comp, and staff claims.
- Applying for entertainment licenses and other permits from the City Clerk’s Office.

Production

- Creating events in Patron Manager Box Office for online ticket sales (done in Salesforce).
- Overseeing production life cycle from load-in to load-out with Production Manager.
- Playing a central role in productions—coordinating outside vendor services with Marketing Director, communicating with technical crew, relaying updates to all parties involved, and tracking details and task completion.
- Spearheading production meetings, schedules, and timelines to ensure successful performances
- Applying project management skills to productions, while solving challenges regularly.
- Coordinating housing and transportation for visiting artists.
- Helping make volunteer schedules, run Front of House, and keep reservations in Google Docs.
- Working at all special events and productions.

Office Management

- Leading staff meetings and sending out next steps.
- Managing office technology, phone service, supply orders, and basic office organization
- Participating in season planning with Artistic Director and updating the production calendar.
- **Creating, update, and distribute Strategic Planning Calendar**
- Managing website from structural end and updating pages as necessary

Dancer Liaison

- Managing dancer relations—being a listener and problem solver for all professional dancers (could involve anything from visas to pointe shoe fund).
- Clearly communicating about productions, payment, and donor events through weekly emails.
- Holding individual dancer review meetings with artistic staff to discuss contract and performance.

Requirements:

- Bachelor’s degree in business or related field
- Strong computer skills and proficiency in Google Drive and Microsoft Office (Word, Excel, Publisher, and Outlook)
- Experience with and understanding of technology and IT operations
- Basic working knowledge of audio and visual editing software
- Impeccable written and oral communication skills
- Experience managing budgets
- Strong attention to detail and problem-solving skills
- Exceptional interpersonal skills—ability to work across internal team, Board, dancers, and community partners
- Strategic mindset and ability to “see the big picture” in supporting the company’s mission